

City of Surprise Online Application Guide

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To Apply for a Specific Job Opening

1. From www.surpriseaz.com/soar website, click on the Current Jobs link:

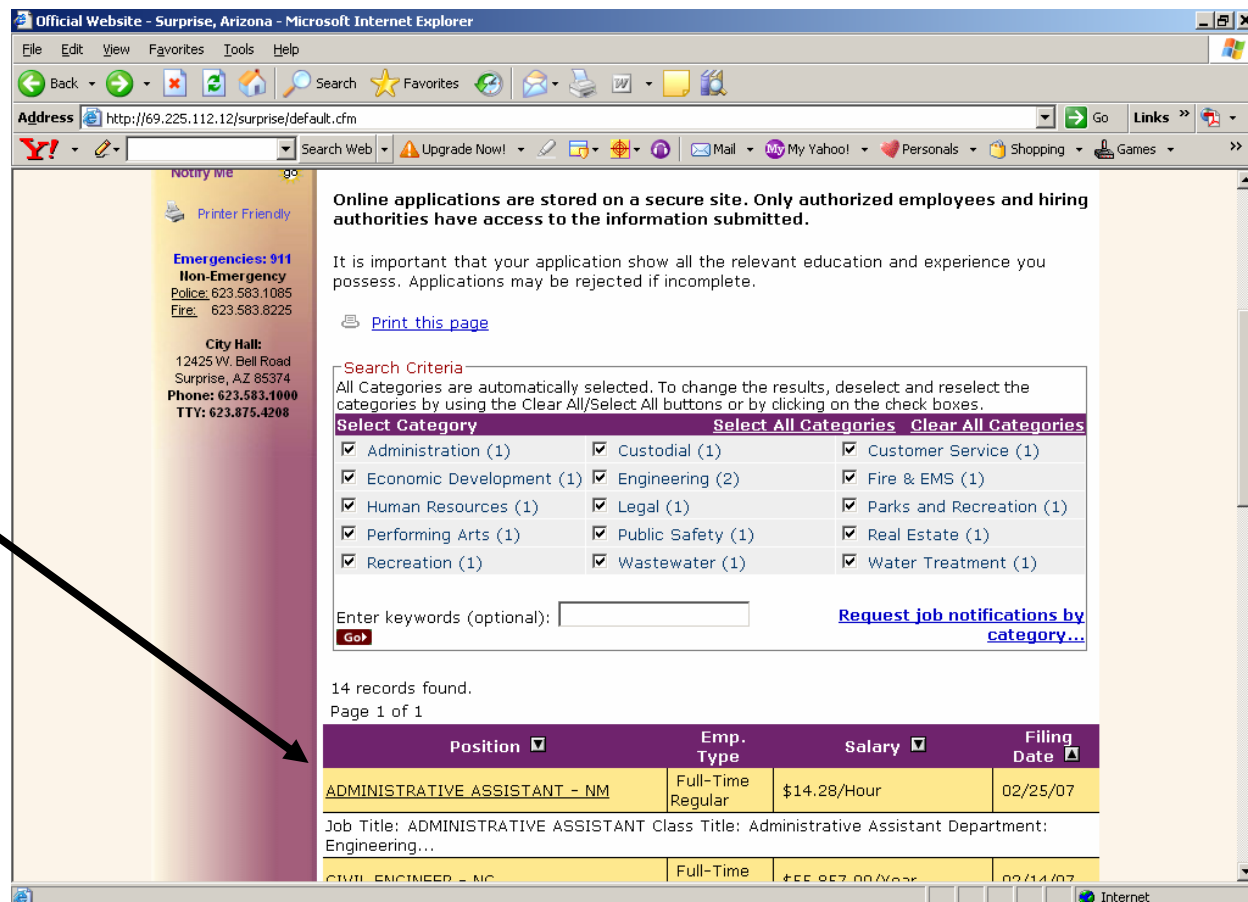
Current Jobs

[Open to the Public and City Employees](#)

Current Jobs

[Open to City Employees only](#)

2. On the Current Jobs page, click on the '**Job Title**' you are interested in.



Official Website - Surprise, Arizona - Microsoft Internet Explorer

Address: <http://69.225.112.12/surprise/default.cfm>

Notary Site
Printer Friendly

Emergencies: 911
Non-Emergency
Police: 623.583.1085
Fire: 623.583.8225

City Hall:
12425 W. Bell Road
Surprise, AZ 85374
Phone: 623.583.1000
TTY: 623.875.4208

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete.

[Print this page](#)

Search Criteria
All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Administration (1)	<input checked="" type="checkbox"/> Custodial (1)	<input checked="" type="checkbox"/> Customer Service (1)
<input checked="" type="checkbox"/> Economic Development (1)	<input checked="" type="checkbox"/> Engineering (2)	<input checked="" type="checkbox"/> Fire & EMS (1)
<input checked="" type="checkbox"/> Human Resources (1)	<input checked="" type="checkbox"/> Legal (1)	<input checked="" type="checkbox"/> Parks and Recreation (1)
<input checked="" type="checkbox"/> Performing Arts (1)	<input checked="" type="checkbox"/> Public Safety (1)	<input checked="" type="checkbox"/> Real Estate (1)
<input checked="" type="checkbox"/> Recreation (1)	<input checked="" type="checkbox"/> Wastewater (1)	<input checked="" type="checkbox"/> Water Treatment (1)

Enter keywords (optional):

[Request job notifications by category...](#)

14 records found.
Page 1 of 1

Position <input checked="" type="checkbox"/>	Emp. Type	Salary <input checked="" type="checkbox"/>	Filing Date <input checked="" type="checkbox"/>
ADMINISTRATIVE ASSISTANT - NM	Full-Time Regular	\$14.28/Hour	02/25/07
Job Title: ADMINISTRATIVE ASSISTANT Class Title: Administrative Assistant Department: Engineering...			
CIVIL ENGINEER - NM	Full-Time	\$55,857.00/Year	02/14/07

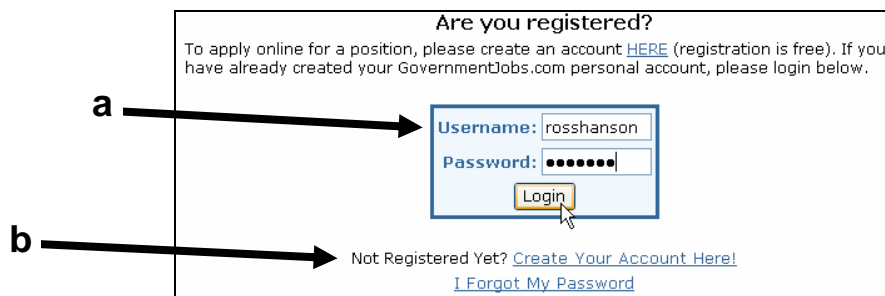
3. Review detailed information regarding the job: Job Description, Benefits, Supplemental Questions, Salary, etc. Click on the **'Apply'** link to move into the application.



The screenshot shows a job listing for 'Administrative Assistant - nm'. The left sidebar contains navigation links like 'City Departments', 'Services', 'Mayor & Council', and 'Telephone Directory'. The main content area displays job details: Closing Date/Time (Sun, 02/25/07 5:00 PM Arizona Time), Salary (\$14.28 / Hour), Job Type (Full-Time Regular), and Location (12425 W. Bell Road, Surprise, AZ 85374, Arizona). Below this is a tabbed interface with 'Description', 'Benefits', and 'Supplemental Questions'. The 'Description' tab is active, showing details like Job Title (ADMINISTRATIVE ASSISTANT), Class Title (Administrative Assistant), Department (Engineering), Reports To (Assistant City Engineer), FLSA Status (Non-Exempt), Job Status (Full-time; classified), Salary Grade (A-1-2), and Starting Salary (\$14.28 per hour). A black arrow points to the 'Apply' link next to 'Print Job Information'.

4. Logging in:

- a If you already have a **City of Surprise SOAR** or **governmentjobs.com** account, login using the applicant username and password that you created previously (option a in the figure below). Skip to Step 6 or 7. Note: You will not be able to create another account using the same e-mail address.
- b Or, if you have never registered with SOAR or governmentjobs.com, you will first need to set up an account. To do so, click on **'Not Registered Yet? Create Your Account Here!'** (option b in the figure below).



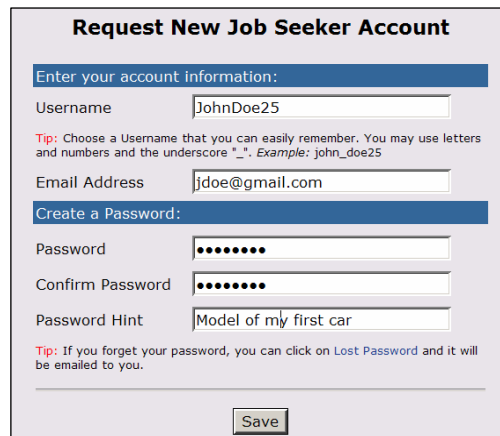
The screenshot shows a login screen titled 'Are you registered?'. It instructs users to create an account if they haven't or login if they have. There are two paths indicated by arrows: Path 'a' points to the login fields (Username: 'rosshanson', Password: masked, and a 'Login' button). Path 'b' points to the 'Not Registered Yet? Create Your Account Here!' link, with a sub-link 'I Forgot My Password' below it.

5. Enter your new account information (you **MUST** remember this information)

- Write your username and password here:

_____/_____
Username Password

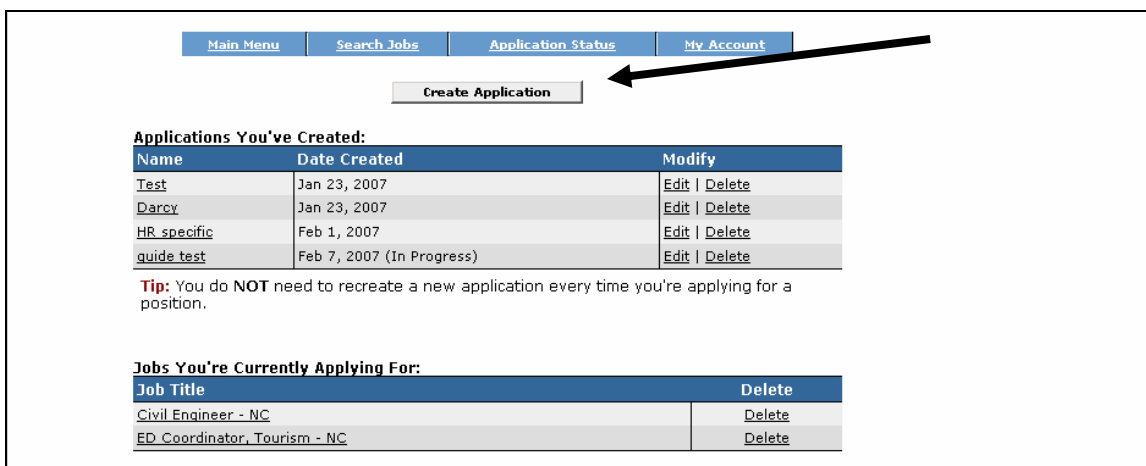
- Click on the **'Save'** button when you are done.
- A page is displayed with your login information. Click on the **'Login'** button



The screenshot shows a form titled 'Request New Job Seeker Account'. It has two main sections: 'Enter your account information:' and 'Create a Password:'. The first section includes fields for Username (filled with 'JohnDoe25') and Email Address (filled with 'jdoe@gmail.com'). The second section includes fields for Password, Confirm Password, and Password Hint (filled with 'Model of my first car'). There are tips for choosing a username and password, and a 'Lost Password' link. A 'Save' button is at the bottom.

- Enter your username and password and click '**Login**'
- **NOTE: Each applicant must have his/her own account and email address; you can not share accounts or email addresses! You can create a free email address through www.hotmail.com; www.yahoo.com; www.aol.com**

6. **If you have never created an application online in our system**, this will be your next step. Click on '**Create Application**'.



The screenshot shows a navigation bar with 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below the bar is a 'Create Application' button, which is highlighted by a black arrow. Below the button is a table titled 'Applications You've Created:'.

Name	Date Created	Modify
Test	Jan 23, 2007	Edit Delete
Darcy	Jan 23, 2007	Edit Delete
HR specific	Feb 1, 2007	Edit Delete
guide test	Feb 7, 2007 (In Progress)	Edit Delete

Tip: You do NOT need to recreate a new application every time you're applying for a position.

Below the table is a section titled 'Jobs You're Currently Applying For:'.

Job Title	Delete
Civil Engineer - NC	Delete
ED Coordinator, Tourism - NC	Delete

- Input a title for your application for your future reference
- Click on the '**Create Application**' button and Skip to Step 7.

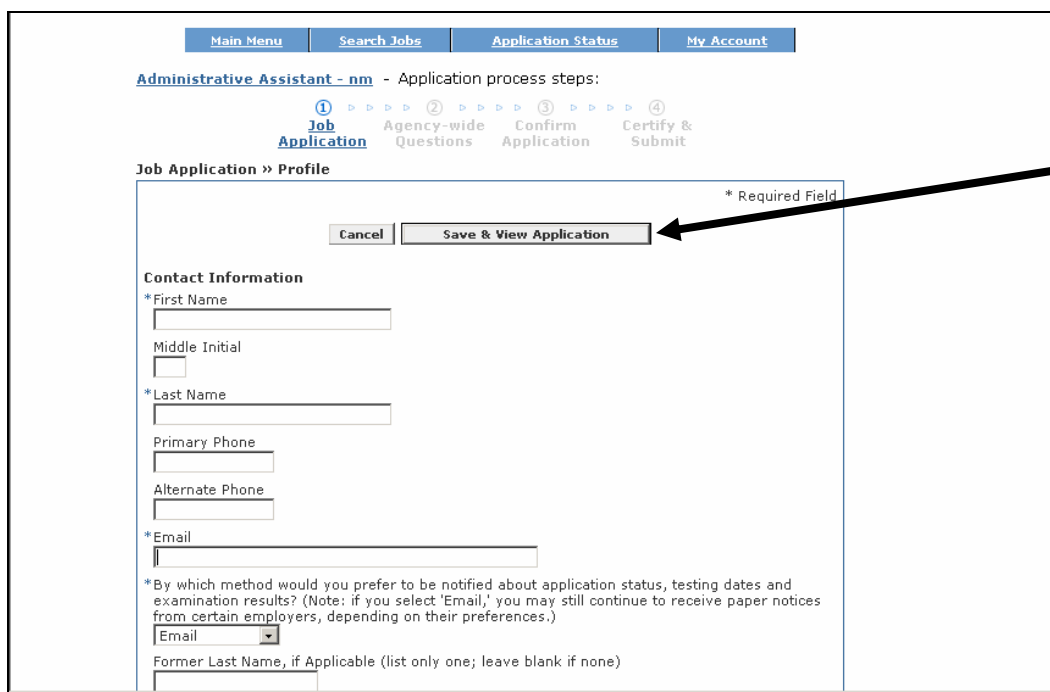
Or, if you already have an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION. Apply for new jobs with a previously created application by simply clicking on '**To apply for the position of __ (the job title) __ click here.**' You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.



The screenshot shows the 'Employment Opportunities' page. On the left is a sidebar with links like 'Frequently Requested Services', 'City Departments', 'Mayor & Council', 'Telephone Directory', 'Notify Me', 'Printer Friendly', and 'Emergencies: 911'. The main content area has a 'Welcome, Jane Doe' message and a navigation bar with 'Main Menu', 'Application Status', and 'My Account'. Below the bar is a text box that says 'To apply for the position of [Administrative Assistant - nm](#) click here.' and a 'Create Application' button, which is highlighted by a black arrow. Below the button is a table titled 'Applications You've Created:'.

Name	Date Created	Modify
Test	Jan 23, 2007	Edit Delete
Darcy	Jan 23, 2007	Edit Delete

7. Fill in the **Personal Profile** information if you are creating a new application. If this is a previously created application, review and update. **Note: Required information is marked with an asterisk (*) and must be completed.** Click 'Save and View Application' to proceed.



[Main Menu](#) [Search Jobs](#) [Application Status](#) [My Account](#)

Administrative Assistant - nm - Application process steps:

① [Job Application](#) ② [Agency-wide Questions](#) ③ [Confirm Application](#) ④ [Certify & Submit](#)

Job Application » Profile

* Required Field

[Cancel](#) [Save & View Application](#)

Contact Information

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

* Email

* By which method would you prefer to be notified about application status, testing dates and examination results? (Note: if you select 'Email,' you may still continue to receive paper notices from certain employers, depending on their preferences.)

Email

Former Last Name, if Applicable (list only one; leave blank if none)

8. Add Education, Work Experience, Certificates, and other information by clicking on the Add links. Click the '**Save**' button at the bottom of each section. To add additional entries in any of these sections, click on the Add link again.



Education [Add Education](#)

Work Experience [Add Work Experience](#)

Certificates and Licenses [Add Certificates or Licenses](#)

Skills [Add Skills](#)

Office Skills [Edit](#)

Typing: 0

Data Entry: 0

Additional Information [Add Additional Information](#)

9. If you wish to enter a resume, click **'Edit Resume'**. You have 3 options for adding a resume: **1.** You may attach your resume **2.** You may copy and paste it **3.** You may start from scratch and type it in. Resumes are not required for every position, but in certain cases will reflect positively on your application.

Additional Information	Add Additional Information
References	Add Reference
Resume	Edit Resume
Text Resume	
Resume Attachment	None

Valid document attachment types are: plain text (.txt file extension), rich text (.rtf file extension), PDF (.pdf file extension), or Microsoft Word (.doc extension). The attachment is limited to 1MB. If you try to submit a file that is larger receive an error message:

Attention: Please correct the following errors:

- File size must not exceed 1 MB

Click the **'Browse'** button to navigate to your saved resume, **double-click on the attachment**, then click **'Save and View Application'**:

Please either cut and paste your text resume here (**DO NOT** use HTML tags), or attach a resume document below. Valid document attachment types are: plain text (.txt file extension), rich text (.rtf file extension), PDF (.pdf file extension), or Microsoft Word (.doc extension).

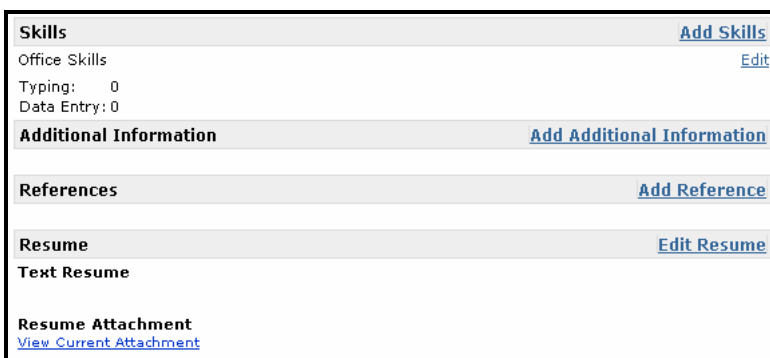
Resume

Text Resume

Resume Attachment

Please attach your resume here:

After successfully attaching a resume, you can view your attachment by clicking on '**View Current Attachment**'. This attachment will be saved with this application if you want to use it again for future job openings.

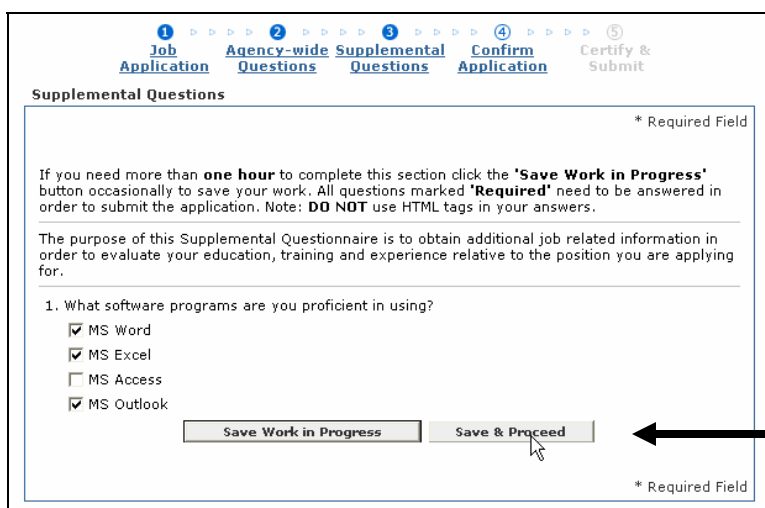


Skills [Add Skills](#)
Office Skills [Edit](#)
Typing: 0
Data Entry: 0
Additional Information [Add Additional Information](#)
References [Add Reference](#)
Resume [Edit Resume](#)
Text Resume
Resume Attachment
[View Current Attachment](#)

10. Answer the agency-wide questions (if you are using a previously created application, use the '**Populate**' button to populate your previous responses and review your answers). Click on the '**Save & Proceed**' button at the bottom of the page.

11. Answer the job-specific supplemental questions (if any).

12. Click on the '**Save & Proceed**' button at the bottom of the page.



1 2 3 4 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Supplemental Questions * Required Field

If you need more than **one hour** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

1. What software programs are you proficient in using?

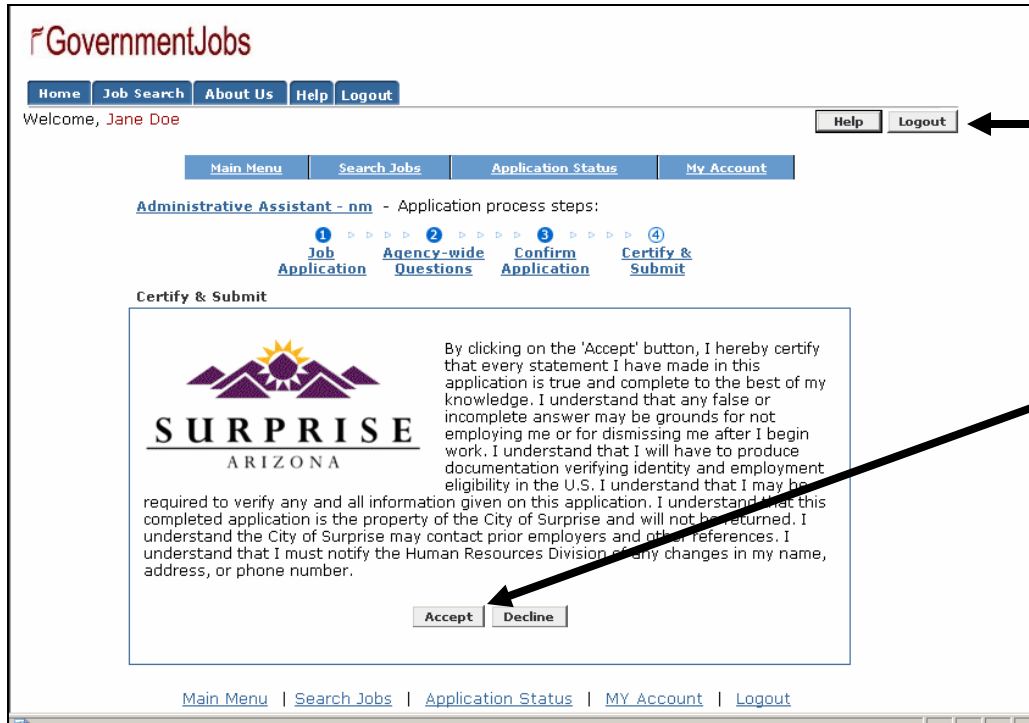
☒ MS Word
☒ MS Excel
☐ MS Access
☒ MS Outlook

[Save Work in Progress](#) [Save & Proceed](#)

* Required Field

13. Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click '**Confirm Application**'.

14. Click the **'Accept'** button on the digital signature screen.



GovernmentJobs

Home Job Search About Us Help Logout

Welcome, Jane Doe


Help Logout

Main Menu Search Jobs Application Status My Account

Administrative Assistant - nm - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Confirm Application 4 Certify & Submit

Certify & Submit


SURPRISE
ARIZONA

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Surprise and will not be returned. I understand the City of Surprise may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Accept Decline

Main Menu | Search Jobs | Application Status | MY Account | Logout

15. Click on the **'Logout'** link in the upper-right-hand corner.

Congratulations! You have successfully completed your job application with the City of Surprise. We wish you the best in your job search.

Additional Information

To Receive Job Alerts

1. Login to: www.surpriseaz.com/soar and click on the Current Jobs link.
2. Click on 'Request job notifications by category.'



surpriseaz.com
OFFICIAL WEBSITE OF THE CITY OF SURPRISE, AZ

Home | Events Calendar | Employment | Archive Center

You are here: Home > Employment Opportunities

Employment - Current Openings

City of Surprise Current Openings for Tuesday, February 13, 2007

Welcome to the City of Surprise's application process!

powered by
NEOGOV™

Frequently Requested Services
City Departments
Services

Enter keywords (optional):

[Request job notifications by category...](#)

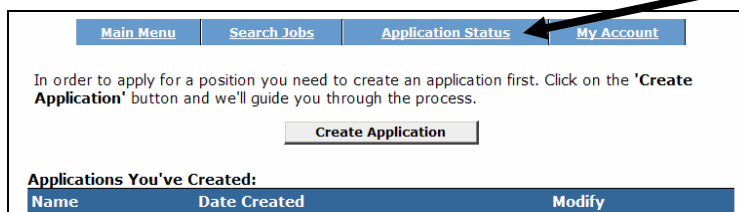
14 records found.
Page 1 of 1

Position <input checked="" type="checkbox"/>	Emp. Type	Salary <input checked="" type="checkbox"/>	Filing Date <input checked="" type="checkbox"/>
ADMINISTRATIVE ASSISTANT - NM	Full-Time Regular	\$14.28/Hour	02/25/07

3. On the Job Alert screen, place a check in the box next to each job category for which you would like to receive email notifications. Scroll down to the bottom and complete the Job Interest Card. Click '**Submit Request.**' For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Surprise whose category matches one of the categories you've chosen.

To Check Your Application Status

1. This can be done by logging into: www.governmentjobs.com. Click on the 'Career Seekers' link.
2. Or, you may login to the Current Jobs page at www.surpriseaz.com/soar, click on any job, and click on 'Apply.'
3. Once you are logged into either site, click on 'Application status.'



Main Menu | Search Jobs | Application Status | My Account

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

[Create Application](#)

Applications You've Created:

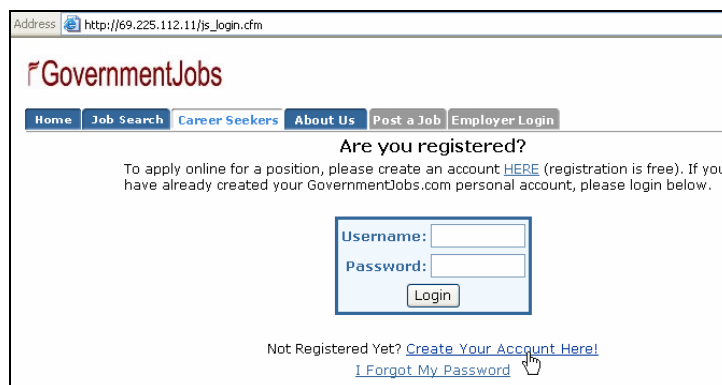
Name	Date Created	Modify
------	--------------	--------

To Create An Application Before Applying for a Job

1. Login to: <http://www.governmentjobs.com/> and create an applicant account
 - Click on the 'Career Seekers' link



2. Click on 'Create Your Account Here!' **Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address.**



- Enter your new account information (you **MUST** remember this information)
 - Write your username and password here: _____ / _____
Username Password
3. Proceed by following the screen directions. Save your work on each screen and when you are done, logout.
 4. When you are ready to apply for a City of Surprise job, go to Page 1, Step 1 of this manual and proceed from there.